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**Introduction to Microsoft Excel Basic**

**November 28, 2021, Sunday Evening**

**3:00 PM -7:30 PM Pacific, 4:00 PM -8:30 PM MST, 6:00 PM - 10:30 PM Eastern Time**

**On Line Via Zoom (Link will be sent to registered participants)**

**Fee for this one evening Information Session is $10.00**

**Participants will acquire basic knowledge on how to effectively use MS Excel**

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| **New Excel Interface**   * Understand the Ribbon Tabs and Contextual Tabs, Launcher Buttons, Quick Access Toolbar, Window Control Buttons * Ribbon overview and Back Stage View * Create a New Workbook for Data Entry * Navigate and Save a workbook * Using Excel Templates * Customize the Quick Access Toolbar   **Understanding and Working with Data**   * Select, enter, edit and delete data * Add Label and a Value * Using Find, Replace and Go to, Redo, Repeat * Inserting/Deleting cells, worksheets, rows * Formatting Workbook Elements * Font group & Alignment group of commands * Creating and Modifying Styles * Resize columns | **Using Basic Formulas and function**   * How to create formulas and functions? * Use AutoSum and other most used functions * Quick calculations * Relative versus absolute references   **Charting**   * Introductions to simple charts and Elements * Sparkline * Quick Analysis   **Printing**   * Viewing Options Freeze panes, View Side by Side * Define Printing feature * Print options   ***Using Comments***   * *Inserting Comments* * *Editing Comments* * *Deleting Comment* |

**Course Outline**

**Video Recordings link of this Class will be sent to all attendees who join live session only.**

**Free Online Classes**

[**https://edu.gcfglobal.org/en/excel2016/**](https://edu.gcfglobal.org/en/excel2016/)

**Advanced Registration with Pre-Payment Required**

[**https://iicanada.org/form/introduction-microsoft-excel-basic-1**](https://iicanada.org/form/introduction-microsoft-excel-basic-1)

**For more information and to register E-mail: epb.crcprairies@iicanada.net**

**Phone or Text: Zull Punjani 403-689-8584 or EPB Prairies Office: Message # (403) 215-6200 Ext. 7039**

**\*\*Please visit https://www.iicanada.org/ for more information\*\***